



## **Course: *E0273 Managing Floodplain Development through the National Flood Insurance Program***

### **Course Dates:**

October 31 – November 3, 2016

### **Travel Dates:**

October 30 and November 4, 2016

### **Course Length**

This course is 4 days in length.

### **Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### **Course Description:**

This course provides an opportunity for local officials responsible for administering their floodplain regulations. The course will focus on the National Flood Insurance Program (NFIP) and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

### **Course Goal:**

This course will describe important aspects of basic floodplain management practices necessary to begin a participant's floodplain management career. The course includes an overview of the NFIP, outreach and risk communication techniques. Using Flood Insurance Studies and maps to determine the flood hazard risk at given sites. NFIP minimum floodplain insurance

rating, and legal implications of regulatory actions. For a basic permit process. Use of FEMA elevation and other.

### **Prerequisites:**

Participants must complete:

IS-1103: Elevation Certificate for Surveyors  
and the following online tutorials at

<http://www.fema.gov/online-tutorials>

(Under "Other Tutorials" Tab)

- Flood Insurance Rate Map tutorial
- Federal Insurance Studies tutorial

### **Continuing Education Units (CEU's):**

EMI awards 2.4 CEUs for completion of this course.

### **Continuing Education Credits (CEC's):**

The Association of State Floodplain Managers awards 12 CECs for completion of this course.

### **Target Audience:**

Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal and State floodplain management professionals are also encouraged to attend. The course is designed for officials with limited floodplain management experience. Participants should have less than 3 years of full-time experience in the field of floodplain management.

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### To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan and e-mail, or fax the signed Application to:

NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035  
Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

FEMA Regional employees should submit their application to their Regional Training Manager (RTM).

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than September 16, 2016.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

### Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**

### How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

### NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS:

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid

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photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day timeframe a student is expected to obtain a compliant form of identification).

Submit the following information to [Michael.Wells@fema.dhs.gov](mailto:Michael.Wells@fema.dhs.gov) in a password-protected document at least 3 weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to [Jane.Sentz@fema.dhs.gov](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

#### **EMI Point of Contact:**

For additional information contact the course manager, Robert Perry, at (301) 447-1351 or by email at: [Robert.Perry@fema.dhs.gov](mailto:Robert.Perry@fema.dhs.gov).

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